



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, BAMBERG
UNIT 27535
APO AE 09139-7535

REPLY TO
ATTENTION OF

27 JUL 2010

IMEU-BAM-EEO

MEMORANDUM FOR US Army Garrison, Bamberg Employees, Former Employees and Applicants for Employment with the US Army Garrison, Bamberg

SUBJECT: Commander's Policy on Equal Employment Opportunity

1. Reference AR 690-12, Equal Employment Opportunity and Affirmative Action, 3 Apr 88
2. Purpose: I am firmly committed to and affirm my support for the Installation Management Command and the Department of the Army's equal employment opportunity (EEO) policy and the promotion of a strong affirmative employment program. My policy on EEO, sexual harassment, and accommodation is based on and consistent with relevant laws, regulations and policies.
3. Applicability: This policy applies to all U.S. Army civilian employees, former employees, and applicants for employment with United States Army Garrison Bamberg.
4. Policy:
 - a. The USAG Bamberg is dedicated to providing equal employment opportunity for applicants and its workforce based on merit, fitness, and capability without regard to race, color, sex, religion, national origin, age, physical/mental disability or sexual orientation. I will not tolerate discrimination in employment or the unwillingness to accommodate qualified persons with disabilities. In addition, individuals with authority shall not subject any person to retaliation/reprisal for opposing discriminatory practices or for participating in any stage of the administrative or judicial process.
 - b. To ensure compliance I will work with our managers, supervisors, and the USAG Bamberg EEO officer to ensure that this commitment is thoroughly understood, rigorously followed, and recognized as an important part of our organization and mission. Our goal is to promote the full realization of equal employment opportunity through a continuing affirmative action program that will eliminate discrimination. EEO is a strategic business element for all of us at the USAG Bamberg to achieve our mission and for each of us to reach our fullest potential.

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c. The USAG Bamberg will:

(1) Conduct all terms and conditions of employment (including but not limited to) recruiting, hiring, evaluation, placement, assignment, promotion, termination awards, compensation, and training) in compliance with equal employment opportunity laws and regulations;

(2) Provide equal employment opportunity for all persons.

(3) Eliminate discrimination where it is found.

(4) Ensure the prompt and fair processing and disposition of discrimination complaints.

(5) Increase, through effective outreach to all segments of our society, the representation of women, minorities and individuals with disabilities in all occupations, grade levels and locations where they are underrepresented and/or nonexistent.

(6) Ensure the work environment is conducive to success for all employees and free of threatening, harassing, hostile or demeaning behavior.

(7) Provide reasonable accommodation to qualified applicants and employees with known disabilities. Exceptions to accommodation will be considered when it can be demonstrated that an accommodation would: (1) fundamentally alter the nature of the essential function of the job, or (2) create an undue hardship, or (3) cause a direct threat to health and safety of any employee.

d. Supervisors are tasked to become knowledgeable of the many resources available and to make a complete evaluation of the essential functions of the position as related to the disability before determining a reasonable accommodation. Managers are encouraged to meet or exceed the requirements for reasonable accommodation and general access through innovative techniques.

e. Managers and supervisors will be held accountable for ensuring equal opportunity and for achieving progress towards a more representative work force at all levels. Additionally, managers and supervisors must continue to take positive steps towards ensuring a supportive work environment and reaching early resolution of complaints. They must also avoid even the appearance of acts of reprisal against employees who exercise their rights to file complaints. Accordingly, equal opportunity will continue to be a factor in the performance evaluation of all managers and supervisors.

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f. All employees play an important role in maintaining an environment of equal opportunity, and have a moral and legal responsibility to treat all colleagues with respect and professionalism.

g. I would like to remind and encourage all managers, supervisors, and employees to use the Alternate Dispute Resolution Program (ADR) in the event of workplace disputes. ADR is an informal process whereby parties voluntarily agree to attempt to resolve their difference.

h. This policy should be posted in conspicuous locations throughout the workplace.

i. POC for this memorandum is Carlos Ramirez-Vazquez, EEO Officer, at DSN 469-9487.

A handwritten signature in purple ink, appearing to read "Steven L. Morris".

STEVEN L. MORRIS
LTC, AV
Commanding